



NOTICE OF VACANCY

JOB TITLE:	Accountant II
DEPARTMENT:	Finance
SALARY:	\$32,178.26
CLOSING DATE:	May 09, 2006

MAJOR DUTIES:

Prepares monthly financial reports for general fund and all enterprise and internal service funds. Prepares and reviews subsidiary and explanatory schedules of fund components. Assist in preparing comprehensive annual financial report of Government. Reviews and approves all billing to outside agencies and internal service billing on interfund activities. Audits charges posted to expenditure accounts for accuracy and reviews assigned departmental quarterly reports assuring variances are adequately addressed. Serves as a resource to subordinate personnel.

MINIMUM QUALIFICATIONS:

Education: BA/BS in a course of study related to occupational field.
Experience: 3-5 years in similar position usually associated with the completion of apprenticeship/internship. Knowledge of GASB and FASB standards. Knowledge of personal computers, both general and specific software. Knowledge of GFOA requirements for CAFR. Knowledge of OMB requirements for grant accounting. Knowledge of graduate level financial techniques. Familiarity with relevant federal, state and local laws and county policies and procedures. Proficiency in principles of generally accepted accounting practices, planning, organizing, establishing priorities, and interpersonal relations. Good communication skills, both oral and written. Demonstrated ability to work independently.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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